

MONROE COUNTY

JOB DESCRIPTION

Position Title: ELECTRICIAN

Date: 01/07/99

Position Level: 6

FLSA Status: Nonexempt

Class Code: 6-14

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GENERAL DESCRIPTION

Primary function is to perform all tasks associated with installing, repairing and maintaining the electrical facilities of all county buildings.

KEY RESPONSIBILITIES

1. *Maintain electricity in County lighting receptacles switches ballasts.
2. *Install new electric services, including rewiring and new wiring.
3. Complete all paperwork including daily sheets, work orders and PO's.
4. Analyze work order requests and develop a cost effective and efficient plan in order to complete the job.
5. *Provide a list of materials with prices in order to obtain purchase order.
6. *Purchase materials with purchase orders and transport to job site locations.
7. *Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
8. *Keep work area clean and organized and use safety cones and signage when required.
9. May perform minor building and grounds maintenance on an as needed basis.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or other technical school certification, training or apprenticeship required beyond high school..
<i>Experience:</i>	2 to 3years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Florida Driver's License.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

